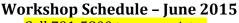


# Great Falls Job Service Workforce Center





Call 791-5800 to pre-register



### PEP TALK/MTCIS:

- Explores strengths, interests, skills, and values in relation to education and career paths
- Assessments to discover the best fit for your next employment opportunity

10:15 AM - 12:00 PM Monday: JUNE 1, 15

### **EXCEPTIONAL CUSTOMER SERVICE STRATEGIES:**

- Challenging you to develop the necessary attitude for delivering exceptional customer service
- Taking that attitude and translating it into daily action

Thursday: 2:00 PM - 3:45 PM **IUNE** 4.18

### **IOBS ONLINE:**

- ➤ How to: Register with Job Service, Update profile information
- ➤ Job Search using <u>jobs.mt.gov</u>
- Using the Great Falls Job Service website
- Using other Job Listing websites

Monday: **IUNE** 8, 22 2 PM - 3:30 PM

## **DOLLARS & SENSE:**

- ➤ 1 full-day Workshop
- Money management tips
- Credit reports and what they mean
- \*\*\*Must pre-register with RDI. Call 761-8721\*\*\*

**Tuesday:** JUNE 9,23 9 AM - 12 PM and 1 - 4:45 PM

### **INTERVIEWING INSIGHTS**:

- Discussion of various types of interviews
- Preparation suggestions; Appropriate dress and appearance

Wednesday: JUNE 10,24 1:30 PM - 3:00 PM

### **RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK:**

- Formats, style, visual appeal
- Types of applications
- How to prepare for: applications, resume creation, and online applications
- ➤ Grammar, verbiage, and content to include *and exclude*

Thursday: 9 AM - 12:00 PM **IUNE** 11, 25